



LEOMINSTER RECREATION DEPARTMENT

Mailing: 25 West Street, Leominster, MA 01453

Office: 40 Barrett Parkway, Leominster, MA 01453 Telephone: (978)534-7529 Fax: (978)534-7549

FACILITY REQUEST FORM AND PERMIT APPLICATION

NAME OF ORGANIZATION: _____

APPLICANT NAME: _____ OTHER CONTACT NAME: _____

ADDRESS: _____ ADDRESS: _____

PHONE: H): _____ W): _____ PHONE: H): _____ W): _____

CELL: _____ CELL: _____

EMAIL: _____ EMAIL: _____

FACILITY BEING REQUESTED:

() FALLBROOK: _____ () OTHER: _____

() CARTER FIELD: _____ () BENNETT: _____ () FOURNIER: _____

AREA(S) OF PARK REQUESTED: _____

EVENT DATE(S): _____ HOURS REQUESTED: _____

ESTIMATED ATTENDANCE: _____

PURPOSE OF USE (Tournament play, League play, outing, etc.): _____

WILL YOU BE CHARGING FEES, ADMISSIONS, OR REQUIRING ANY TYPE OF FINANCIAL SUPPORT FOR YOUR EVENT? () YES () NO

IF YES: ANTICIPATED INCOME: _____ ANTICIPATED EXPENSES: _____

TOTAL PROFIT/LOSS: _____

WHAT WILL YOU DO WITH ANY PROFIT REALIZED FROM THIS EVENT? _____

NOTE: A COMPLETE FINANCIAL STATEMENT MAY BE REQUIRED.

NOTE: A COVER LETTER, EXPLAINING MORE FULLY YOUR EVENT, IS RECOMMENDED.

SIGNATURE: _____ DATE: _____

OFFICE USE ONLY

DATE RECEIVED: _____ GRANTED: _____ NOT GRANTED _____

COMMENTS: _____

FEE(S) CHARGED: _____ DEPOSIT CHARGED: _____

CHECK #: _____ RECEIPT #: _____ CHECK #: _____ RECEIPT #: _____

INSURANCE CERTIFICATE RECEIVED: _____ DATE: _____ LICENSE AGREEMENT RECEIVED: _____ DATE: _____



Judith Sumner
Director of Recreation

LEOMINSTER RECREATION DEPARTMENT

Phone: (978)534-7529
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Website: www.leominster-ma.gov

PARK USE POLICIES

- ◆ **Trash** must be picked up off the ground, bagged and taken with you when you leave.
- ◆ Children must be confined to the Park property and not wander on private property.
- ◆ Groups are responsible for their guests.
- ◆ You are responsible to report any unsafe conditions present so they may be addressed.
- ◆ *No Alcoholic Beverages are allowed in the park.*
- ◆ *No vehicles allowed on the lawns.*
- ◆ *We are smoke free parks. No smoking allowed in the parks.*

Last updated 2010

Mailing Address:
City Hall
25 West Street
Leominster, MA 01453

Office:
40 Barrett Parkway
(Off of Chestnut Street)
Leominster, MA 01453